Bringing it all together

BT Office Anywhere Installation Guide for HTC S620 and S710 handsets

Here's all you need from the box:

- HTC S620 handset or HTC S710 handset
- AC mains adaptor or USB cable to charge the battery
- A fully charged battery and battery cover
- BT Office Anywhere SIM card (packed separately in the outer box)

Charging times are 8 hours for standard batteries or 10 hours for Extended Life battery (S620 model only).

When fully charged the battery icon shows and the LED indicator above the screen changes from orange to green.

We recommend that you are in range of a working BT Business Hub or Home Hub when setting up your handset for the first time.

If this is not possible, Steps 4 and 5 can be done later without affecting the rest of the phone's features.

Follow these steps in order – if you ordered Internet Calling there are a few extra steps

TIP
Remember to transfer your phonebook to your BT Office Anywhere SIM from your old phone following manufacturer's instructions. The Office Anywhere SIM card can store up to 200 entries.

IMPORTANT
Do not use the USB cable to connect to your PC at this stage.

1 Start up – select your model from the panels below

HTC S620

Insert SIM

Insert the SIM card into the slot at the top-left corner with its gold plated contacts facing down. Follow the diagram etched into the phone back. Push the SIM card all the way in until the SIM card locks into place.

Insert the battery

Line up the battery contacts with the phone. Push the battery down into place.

Connect the AC mains adaptor

Use for recharging the battery.

HTC S710

Insert SIM

1. With the device face down, slide open the Qwerty keyboard.
2. Open the SIM card door by pulling it out and then flipping it open.
3. Insert the SIM card into the slot with the gold contacts facing down and the notch to the right.
4. Close and lock the SIM card door. You will hear a click to indicate when the door is locked. You must ensure the door is locked otherwise you will not be able to turn the phone on.

Remove the back battery cover by pressing lightly and pulling down. Line up the battery contacts with the phone. Push the battery down into place.

Use for recharging the battery. Prise open the rubber cover from the left.

1. Press and hold the **POWER** button on the left side of the HTC S620 handset or the top of the HTC S710 handset to switch it on.
2. Follow instructions on your Welcome letter. You may need to dial the activation number given.

After the SIM is activated, a G in the toolbar means that GPRS is available. Make sure you are in an area with good mobile coverage. Check that signal strength has at least three bars.

Further help and User Manuals

Online help on the BT Office Anywhere features and setup are available at **www.bt.com/business/help/officeanywhere**

HTC's user manuals which describe the phone's features can be downloaded in pdf from **www.bt.com/business/help/officeanywhere/userguides**

Using BT Openzone – see blue panel overleaf for how to browse web & email at BT Openzone hotspots.

Internet Calling ordered? If Yes, continue to Step 2. If not, go to Step 3 (Set the date & time).

2 Get connected

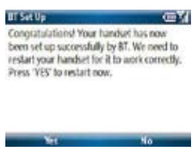
1. Press and hold the **POWER** button on the left side of the HTC S620 handset or the top of the HTC S710 handset to switch your handset off.
2. Press and hold the **POWER** button again to switch it back on.

BT Set Up
Alert
Welcome to BT! We will now send an SMS to set up your handset so it will work correctly. There may be a short delay before the next on-screen message. Press 'OK'
OK
Cancel

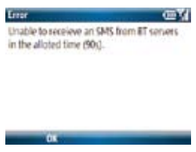
3. When prompted by this screen, press **OK**.

If you see the Microsoft Customer Feedback screen, select **Disable** then press **Yes** to ignore it.

After about 15 seconds, Windows Explorer will open the **bt.wap.com screen**.


BT Set Up
Congratulations! Your handset has now been set up successfully by BT. We need to restart your handset for it to work correctly. Press 'YES' to restart now.
Yes
No

4. After a few more seconds you will see the Registration screen. Select **Yes** to restart your handset.



If you see this error message, check you are in a good signal strength area and repeat the four steps above. If error repeats, please call Customer Services.

3 Set the date and time

1. Press **Home** and select **Start** then **Settings** then **Clock & Alarm** then **Date** and **Time**.
2. Scroll down from **Date** and **Time** to **Automatic Time/Time Zone** and press **RIGHT** to display **Enable**.
3. Press **Finish** to confirm.

4 Register the handset to a BT Hub or compatible wireless router*

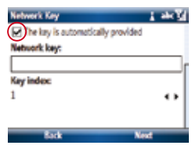
Register to a BT Hub to start emailing or browsing using Wi-Fi and, if you ordered it, making calls using Internet Calling.

1. Move close to a BT Home or Business Hub that is switched on and working correctly.
2. Click **Start** then use the **Navigation control** to scroll to **Comm Manager** and press **Select**.

3. Scroll to and press **Select**. The orange cross on the button will disappear. Wi-Fi icon will show **Searching/Connecting**... then **Wi-Fi Available**.

TIP
On the S710 model you should extend the keyboard for these tasks.

4. Select **Settings** then **WLAN settings** then **Wi-Fi**. All detectable wireless hubs are displayed.



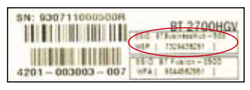
5. Select your BT Hub or compatible wireless router* from the list then select **Connect**.

   Click **Next** until the display shows Network Key.

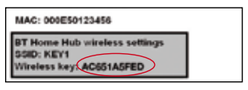
   Scroll **DOWN** to highlight **The key is automatically provided**.

   Press **Select** to remove the tick from the box.

6. Scroll **DOWN** to **Network Key**. Enter the Network Key for the hub. (On BT Hubs this is called the Wireless Key or WEP key). This code might be pre-entered. Use the FN button to switch from alpha to numeric entry if required. Press **Next** then **Finish**.



BT Business Hub



BT Home Hub 1.0 and 1.5

BT Home Hub 2.0

*Other makes of hub or wireless router might not use WEP security. Your phone will usually recognise this. Please refer to the manufacturer's guide or call their helpline for more information.

The Wi-Fi connected symbol and Internet Calling symbol (if ordered from BT) are now displayed at the top of the screen.

With Wi-Fi on: you can browse the web or check email using Wi-Fi when in range of any Hub to which you have registered. To use at BT Openzone hotspots see the blue panel overleaf.

If you ordered Internet Calling you can also make calls straight away over Wi-Fi (including at BT Openzone hotspots).

With Wi-Fi off: or if you are out of range of the Hub or Hotspot, calls are connected via GSM and usage charges may apply.

IMPORTANT
Wi-Fi connection requires more battery power than GSM/mobile connection.
If using Wi-Fi for long periods and you have a HTC S620 handset we recommend inserting the extended use battery.

5 Using Internet Calling (only applicable if ordered from BT – if not go to Step 6 to set up your email)

You have now registered your handset to a BT Hub. Your handset is also pre-registered to use BT's Internet Calling at BT Openzone hotspots.

Whenever you are in range of a BT Hub you have registered to – or any hotspot – and providing Wi-Fi is switched on, the Internet Calling icon will appear automatically.

When displayed, you can make and receive Internet calls. To browse the Internet press **INTERNET EXPLORER**. This opens the Internet Explorer page.

is displayed when you are in range of your BT Hub(s) or BT Openzone.
Calls can then be dialled in the normal way using Internet Calling.

5.1 Make an Internet call

1. is displayed when you are in range of your BT Hub(s) or BT Openzone hotspots.

   Dial the number and press . **Internet Calling** will appear at the top of the green dialling screen to confirm the call is being made over the internet (calls over the mobile network will show **BT**).
2. To end an Internet call, press .

5.2 Using Internet Calling at BT Openzone hotspots

You can now use Internet Calling to make calls at BT Openzone hotspots. Make sure Wi-Fi is switched on and the Internet Calling icon is displayed. To browse the Internet or check emails at BT Openzone sites you need a BT Openzone account. See the blue panel overleaf for details.

5.3 Changing your calling preferences

You can switch between calls going over Wi-Fi and the mobile network by using the Internet Calling menu on the Home Screen. Change Internet Calling status from **Selected** to **Available** and calls will be carried over the mobile network (Wi-Fi will remain on for email/browsing). Or switch Wi-Fi off temporarily.

6 Email

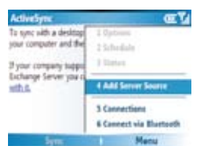
6.1 Set up your office email (do not connect to PC – carried out over the air)

If you have ordered BT Business hosted email together with your Office Anywhere package, you should only need to enter your email account password during setup – other details will be entered automatically.

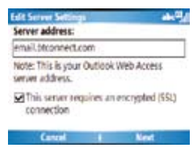
Does your email address end in btconnect.com? You have BT hosted email.

If your email is hosted by another provider, you may have to enter details when prompted. Check what these are with your IT manager.

1. From the Home Screen press **Start/ActiveSync**. Select **Menu** using right soft key and select **4 Add Server Source**.



2. If required, enter your **exchange server address**. Click **Next**.



3. Enter the details required. For BT users these are:

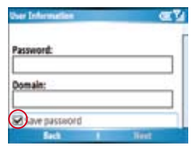
   Server Address: email.btconnect.com

   Username: the one you have been given, e.g. johnsmith. Do not add "@btconnect.com".

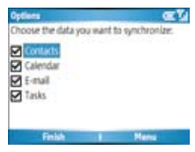
   Password: the one you have been given

   Domain: HE

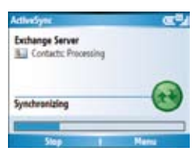
For non-BT hosted exchange users consult your IT dept for server and domain details.



IMPORTANT
Scroll down and select the save password box.



4. Choose the folders you wish to synchronise with. We recommend you press **Next** to accept the settings, then click **Finish**.



5. Your handset will synchronize the data you chose with your exchange server. Press the **Home screen** button to return to the main menu.
6. You may be prompted with additional security procedures depending on your company security policy.

6.2 Set up other email (POP3, IMAP4)

Windows Mobile® 6 enables most email providers to be set up automatically.

1. Press **Start / Messaging / New Email Account**.
2. Enter your email address, press **Next**.

   If the screen displays **Auto Setup not found** see the advice panel below.
3. Enter your name, press **Next**. Scroll down and enter your password, press **Next**.
4. Press **LEFT** or **RIGHT** to select how often you want your email to be sent/received. Default setting is 'every 2 hours'. More frequently retrieved email may result in higher bills.
5. Click **Finish**.
6. Your handset will attempt to connect to your email provider. This may take a couple of minutes. Once connected, it will download your last 3 days' email. It will then disconnect automatically.
7. Your Inbox is displayed. Press **Menu** to display email options. Select **Send/Receive** to check for new email at any time.

   Auto Setup not found – You will need to obtain the incoming & outgoing mail settings from your email provider and enter them manually. To do this repeat Step 1 above but uncheck the box that says 'Try to get email settings automatically from the Internet'. You will be asked to manually enter the settings relevant to your email provider. With some providers you may need to use your PC to check '**store mail on server**' is selected. This will ensure you get the same email view on both your PC and your handset.

6.3 Send an email or text message

1. Click **Home**, **Start** then **Messaging**.
2. Select an **email account** or **Text Messages**. Click **Menu** then **New**.
3. Enter the email address or number then write your message.
4. Click **Send**.

   To use email or browse the web at BT Openzone hotspots you will need a BT Openzone account, see the blue advice panel overleaf.

Bringing it all together

BT Office Anywhere Installation Guide for HTC TyTN II and Touch handsets

Here's all you need from the box:

- HTC TyTN II handset or HTC Touch handset
- AC mains adaptor or USB cable to charge the battery
- A fully charged battery and battery cover
- BT Office Anywhere SIM card (packed separately in the outer box)
- The HTC 'Read Me First' sheet for basic functions, charging instructions, use of stylus etc.

When fully charged the battery icon shows and the left LED above the screen turns to green.

We recommend that you are in range of a working BT Business Hub or Home Hub when setting up your handset for the first time.

If this is not possible, Step 3 can be done later without affecting the rest of the phone's features.

Follow these steps in order after you have passed the initial HTC onscreen tutorials on using the stylus etc.:

TIP
Remember to transfer your phonebook to your BT Office Anywhere SIM from your old phone following manufacturer's instructions. The Office Anywhere SIM card can store up to 200 entries.

IMPORTANT
Do not use the USB cable to connect to your PC at this stage.

1 Start up – select your model from the panels below

HTC TyTN II

Insert SIM

1. With the device face down, slide open the Qwerty keyboard.
2. Slide LOCK key to left.
3. Flip SIM card cover open.
4. Insert the SIM card upwards into the slot with the gold contacts facing down and the notch to the right.
5. Close and LOCK the SIM card door. You will hear a click to indicate when the door is locked. You must ensure the door is locked otherwise you will not be able to turn the phone on.

Insert the battery

Remove the back battery cover by pressing a thumb on the raised area to the left of the camera lens and pushing up.
Line up the battery contacts with the phone.
Push the battery down into place.

Connect the AC mains adaptor

Use for recharging the battery.

HTC Touch

Insert SIM

1. Remove the back cover by pushing it upward using a thumb at bottom centre.
2. Use your thumb or finger to pry open the SIM cover/storage card slot from the left. Then turn the device so the screen is facing upward.
3. Hold open the slot cover with a thumb (the lower slot is the SIM card slot).

   Insert the SIM card as shown with the BT logo facing up and the cut-off corner at bottom left. Use a thumbnail to press it in until it clicks into place. Close the slot.

Insert the battery

Insert the battery with its exposed copper part aligned with the protruding copper conductor on the upper right side of the battery compartment. Insert the right side of the battery first, then gently push the battery down into place. Replace the back cover.

Connect the AC mains adaptor

Use for recharging the battery.

Activate SIM

1. Press and hold the **POWER** button on the right hand side of the TyTN II handset or the top of the HTC Touch handset to switch it on.

Note
After a set time the screen may go blank to save power - briefly press the Power button to resume.

2. Follow instructions on your Welcome letter. You may need to dial the activation number given. Make sure you are in an area with good mobile coverage. Check that the signal strength has at least three bars.

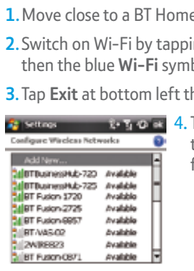
2 Set the date and time

1. Tap the Start icon at top left of the Home Screen. Select **Settings** then the **System tab** at the bottom of screen, then **Clock and Alarms**.
2. Select the GMT type you require. Press the **UP** and **DOWN** arrows to advance the hour by one. Tapping the keyboard symbol at bottom middle of the screen allows you to enter new hours/minutes. Tap ok at top right of screen when the time is correct.
3. Tap **X** at top right to confirm and to return to the Home Screen.

3 Register the handset to a BT Hub or compatible wireless router*

Register to a BT Hub to start emailing or browsing using Wi-Fi.

1. Move close to a BT Home or Business Hub that is switched on and working correctly.
2. Switch on Wi-Fi by tapping **Start**, **Settings** then the **Connections** tab. Tap on **Comm Manager** and then the blue **Wi-Fi** symbol – the cross will disappear.
3. Tap **Exit** at bottom left then tap **Wi-Fi** icon . All detectable hubs will be displayed.



4. Tap on the correct Hub and tap on **Connect** (if multiple hubs appear check the label on the back of your Hub and note the SSID). Tap on **Next** at the first screen.

TIP
On the TyTN II model you should extend the keyboard for these tasks.

5. When the screen opposite appears uncheck the box marked Key automatically provided by tapping, then tap once inside the Network key box and then click the keyboard icon at bottom centre.
6. Enter the Network Key for the hub using the on-screen keyboard. On BT Hubs this is called the WEP key or Wireless Key.

BT Business Hub
Tap **Next** then **Finish**.

BT Home Hub 1.0 and 1.5

BT Home Hub 2.0

*Other makes of hub or wireless router might not use WEP as the security key.
Your phone will usually automatically recognise this. Please refer to the manufacturer's guide or call their helpline for more information.

When connected the Wi-Fi symbol will show and **Connected** will appear next to the Hub name.

With Wi-Fi on: you can browse the web or check email using Wi-Fi when in range of any Hub to which you have registered. To use at BT Openzone hotspots see the panel opposite.

With Wi-Fi off: or if you are out of range of the Hub or Hotspot, browsing and email are connected via GSM or 3G mobile network and usage charges may apply.

4 Email

4.1 Set up your office email (do not connect to PC – carried out over air)

If you have ordered BT Business hosted email together with your Office Anywhere package, you should only need to enter your email account password during setup – other details will be entered automatically.

Does your email address end in btconnect.com? You have BT hosted email.

If your email is hosted by another provider, you may have to enter details when prompted. Check what these are with your IT manager.

1. From the Home Screen tap **Start/Programs/ActiveSync**. Tap **Menu** and select **Add Server Source**.
2. If required, enter your **exchange server address**. Click **Next**.

Server address:
email.btconnect.com
Note: This is the same as your Outlook Web Access server address.
This server requires an encrypted (SSL) connection
Cancel
Next

3. Enter the details required. For BT users these are:

Server Address: email.btconnect.com

Username: the one you have been given, e.g. johnsmith. Do not add "@btconnect.com".

Password: the one you have been given

Domain: HE

For non-BT hosted exchange users consult your IT dept for server and domain details.

IMPORTANT
Scroll down and select the save password box. Tap **Next**.

4. Choose the folders you wish to synchronise with. We recommend you press **Next** to accept the settings, then click **Finish**.

5. Your handset will synchronize the data you chose with your exchange server. Tap **Start/Messaging** to view your Outlook E-mail inbox and folders.
6. You may be prompted with additional security procedures depending on your company security policy.

4.2 Set up other email (POP3, IMAP4)

Windows Mobile® 6x enables most email providers to be set up automatically.

1. Press **Start / Messaging / New Email Account**.
2. Enter your email address, press **Next**.

   If the screen displays **Auto Setup not found** see the advice panel below.
3. Enter your name, press **Next**. Scroll down and enter your password, press **Next**.
4. Press **LEFT** or **RIGHT** to select how often you want your email to be sent/received. Default setting is 'every 2 hours'. More frequently retrieved email may result in higher bills.
5. Click **Finish**.
6. Your handset will attempt to connect to your email provider. This may take a couple of minutes. Once connected, it will download your last 3 days' email. It will then disconnect automatically.
7. Your Inbox is displayed. Press **Menu** to display email options. Select **Send/Receive** to check for new email at any time.

Auto Setup not found – You will need to obtain the incoming & outgoing mail settings from your email provider and enter them manually. To do this repeat Step 1 above but uncheck the box that says 'Try to get email settings automatically from the Internet'. You will be asked to manually enter the settings relevant to your email provider. With some providers you may need to use your PC to check **'store mail on server'** is selected. This will ensure you get the same email view on both your PC and your handset.

4.3 Send an email or text message

1. Tap **Start** at top left of screen then select **Messaging**.
2. Select an email account or text (SMS/MMS) – Choose **New**.
3. Enter the email address or number then write your message.
4. Click **Send**.

ALL MODELS

Using BT Openzone for email/ web browsing

If you ordered a BT Openzone account (and/or if you have purchased Openzone minutes/vouchers) you can use your Office Anywhere handset to browse the web or check email at thousands of public Wi-Fi hotspots. Look out for the Openzone sign or check locations at **www.btopenzone.com/find**. If you have the S620 or S710 handset and you ordered Internet Calling you can also make internet calls at BT Openzone hotspots (see overleaf for details).

1. To use BT Openzone, firstly ensure you are in a hotspot with Wi-Fi switched on. Select **BT Openzone** from the list of available hubs/networks.
2. Select **Internet Explorer** and you will see the BT Openzone landing page – enter your user name and password to start browsing or emailing. **Please note** that if you only wish to check email you must still log on via the browser.

3. To logout and stop using your BT Openzone minutes, browse back to the landing page and select **logout/confirm**. Alternatively switch off Wi-Fi.

Useful Contacts and Further Help

There are further instructions and FAQs at **www.bt.com/business/help/officeanywhere**

For phone features such as camera, media playback etc, please consult the appropriate HTC manual which is available online at **www.bt.com/business/help/officeanywhere/userguides**

If the problem persists call Customer Services

For BT Office Anywhere: **0800 678 1030**

For BT Business One Plan with BT Office Anywhere: **0800 032 8751**

*Please note: BT Offers expert help and advice on BT products. We will do our best to help you diagnose problems if using our products with other company's equipment such as wireless routers.

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